



STATE OF TENNESSEE

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

Class Title: SECURITY GUARD 1			Abbreviation: SECUR GRD 1
Class Code: 45331	OCC Code: 5	Analyst: EX	Effective Date: February 24, 2005

SUMMARY: Under general supervision, is responsible for institutional and related security work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the security guard sub-series. An employee in this class may be assigned to work any shift in providing a full range of institutional and other security, such as protection of food stamps and other valuables, or public buildings. This class differs from that of Security Guard 2 in that an incumbent of the latter is responsible for acting as lead security guard on an assigned shift.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Controls entrance and exit of individuals by checking for identity, purpose of visit and authorization, and makes appropriate notations; searches for and apprehends missing residents and unauthorized persons.
2. Patrols facilities by vehicle or on foot, checking for security, hazards, disturbances, and violations of pertinent laws, rules, and regulations; contacts appropriate law enforcement agencies.
3. Responds to calls for assistance in subduing unruly residents and others.
4. Provides transport and security for valuables and individuals as requested.
5. Operates and utilizes a variety of equipment such as patrol and transport vehicles, two-way radios and other communications devices, audiovisual and security systems, such as TV monitors, electric gates, and alarms.
6. Prepares and maintains records such as incident reports, vehicle citations, logs of visitors and others, and personal property reports.



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MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school; qualifying full-time law enforcement, security or related experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Non-Competitive Selection for Career Service positions.